



OFFICE OF CONGRESSMAN TIM BISHOP
DISTRICT OFFICE INTERN PROGRAM
APPLICATION PACKET

*31 Oak Street, Suite 20, Patchogue, NY 11772 * 631-289-6500*

Introduction

Thank you for your interest in an internship with Congressman Tim Bishop's District Office in Patchogue, New York. Congressman Bishop represents the First Congressional District of New York, which begins at the eastern-most end of each of Long Island's forks and runs west to the Smithtown area. Providing outstanding constituent service is a hallmark of the Congressman's District Office.

Interning is a great way to gain first-hand knowledge of the constituent service and advocacy process. This includes learning how a local Congressional office interacts with the community and about the many services the office provides to residents. Interns also acquire invaluable experience interacting with the public. As part of the educational component of the internship, each intern is required to complete a Community Needs or Outreach Project.

Internships in the District Office are available year-round and are open to college students, graduate students and recent graduates. We also review applications from outstanding high school candidates who have reached the age of 16. The number of interns accepted for a session varies based on demand. Our sessions are as follows:

Spring: Late January – Early May
Summer I: May 28, 2013 – July 5, 2013
Summer II: July 15, 2013 – August 23, 2013
Fall: Early September – Early December
Winter: Mid-December – Early January

Congressman Bishop's Office is open Monday to Friday from 9:00 a.m. to 5:00 p.m., excluding Federal holidays. Each day is split into two shifts: 9:00 a.m.-1:00 p.m. and 1:00 p.m.-5:00 p.m. Interns may also be asked to help staff events after 5:00 p.m. and on weekends.

In this packet, you will find answers to frequently asked questions about the experience of interning for Congressman Bishop. You will also find the intern application. This application must be completed and returned to the District Office with the supplemental materials at least three weeks prior to when the session for which you are applying begins.

All applications will be reviewed on a rolling basis. Final candidates will be selected based on the strength of his/her application, resume, and supplemental materials. Final candidates will be contacted to arrange an in-person interview. Each interview lasts approximately 20 minutes and is conducted in the District Office. Interviews are scheduled at a mutually convenient time for final candidates and the office. In the event that it is impossible for a candidate to attend an interview at the office, a phone interview may be scheduled. Final candidates who are selected as interns will be notified at least two weeks prior to the start of the session.

Residents of New York's 1st Congressional District or students attending school within the District receive priority consideration; however, in recent years outstanding candidates from elsewhere have also been accepted.

Frequently Asked Questions

What will I be doing as an intern?

Interns in Congressman Bishop's District Office are assigned a variety of tasks. Duties may change depending on what is happening in the office, however, typical intern duties include answering phones, responding to constituent inquiries and phone calls, logging constituent calls, assisting caseworkers with following up on and cataloguing individual cases, data entry, and other administrative tasks.

What is the Community Needs or Outreach Project?

The main function of Congressman Bishop's District Office is to provide outstanding constituent service. This includes bringing needed resources to the community and keeping residents informed about how decisions being made at the federal level impact individuals. To this end, each intern will be required to complete a Community Needs or Outreach Project which details a concern within the district as a whole or within a particular community that is not being adequately addressed or an issue or policy about which the community should be informed, and proposes a potential solution, whether in the form of a community meeting, informational literature or some other method. These projects should be completed approximately two weeks prior to the end of the intern's time in the office in order to provide time for feedback. Detailed information regarding expectations will be discussed during orientation.

What kind of hours will I work?

The District Office is open Monday to Friday from 9:00 a.m. to 5:00 p.m. Each day is broken into two shifts: 9:00 a.m.-1:00 p.m. and 1:00 p.m. to 5:00 p.m. Interns are asked to work a minimum of 12 hours per week, or the equivalent of 3 shifts. Depending on the number of interns during each session, interns may be able to work additional shifts if desired. Interns may also be asked to work additional hours to help staff events. These events are generally scheduled after 5:00 p.m. and on weekends.

Will I get paid during my internship?

Internships in Congressman Bishop's office are unpaid.

Can I receive academic credit for this internship?

Yes, we are happy to work with interns so that they may receive academic credit from their school. It is the responsibility of each individual intern to complete the necessary paperwork with his or her school and follow the appropriate procedures to receive credit.

Can I get a recommendation after interning?

After the successful completion of the internship, recommendations may be provided to interns based on performance.

What is the dress code?

Interns are expected to dress in a professional manner. Flip-flops, high cut skirts, and frayed, ripped or torn clothing will be deemed inappropriate attire. Unacceptable attire also includes T-shirts, hoodies, and track jackets.

Will there be a training session when I arrive?

Yes, all interns are expected to attend an orientation session prior to beginning their internship session. The orientation will be scheduled prior to the start of each session; every attempt will be made to schedule it at a time convenient for all of that session's interns. In the event that an intern cannot make the orientation session, a separate orientation session will be scheduled. The orientation session will cover all aspects of interning in a local Congressional office, including an overview of the structure of Federal and local government and office procedures.

What do you look for when evaluating intern candidates?

Interning in Congressman Bishop's Office requires a mature and responsible attitude, the ability to multitask, a cool phone temperament, and a dedication to public service. Additionally, there are a number of skills we look for in prospective interns. These skills include, but are not limited to, the ability to use common computer programs (i.e.: Microsoft Office software) and strong verbal and written communication skills.

What must be in my application packet?

Your application must include a cover letter, a completed application form, your answers to the short answer and issue questions, a signed volunteer certification, your resume, and two reference letters. The reference letters should be in sealed envelopes. It is not required that all materials be submitted at the same time, however, incomplete applications will not be considered. A checklist is included to assist you in making sure all of the required materials have been sent.

Where should my application be sent?

Applications can be mailed to:

Congressman Tim Bishop
Attn: Intern Coordinator
31 Oak Street, Suite 20, Patchogue, NY 11772

Or emailed to Krystyna.baumgartner@mail.house.gov

Application Checklist

Have you sent all of the following information?

- ☐ Cover Letter
- ☐ Completed Application Form
- ☐ Responses to Short Answer Questions
- ☐ Response to Issue Question
- ☐ Signed Volunteer Certification
- ☐ Resume
- ☐ Reference Letter #1
- ☐ Reference Letter #2

Remember that reference letters should be in sealed envelopes.

All application materials should be sent to:

Congressman Tim Bishop
Attn: Intern Coordinator
31 Oak Street, Suite 20
Patchogue, NY 11772

Or emailed to Krystyna.baumgartner@mail.house.gov

Volunteer Certification

In accordance with the Rules of the House of Representatives, please review the following statement and indicate that you have read the statement by signing your name below.

“A volunteer should be required, in advance and in writing, to serve without compensation and to not make any future claim for payment, and acknowledge that the voluntary service does not constitute House employment.

Volunteers... should be made aware of the implication their actions have for the Member in whose office they work... although not House employees, they will conduct themselves in a manner which reflects credibility on the House.”

By signing below you agree to these provisions:

Printed Name

Signature

Date

If under 18 years of age:

Name of Parent or Guardian

Signature of Parent or Guardian

Date

Application Form

Personal Information

Full Name: _____
First Middle Last

☐ Home Address: _____
Street Address

City State Zip

☐ School Address: _____
Street Address

City State Zip

Place a check mark next to the address that should be used for correspondence.

Phone Number: (____) _____ - _____

Email Address: _____

Date of Birth: ____ / ____ / ____

Are you eligible to work in the United States? ☐ Yes ☐ No

Have you ever been convicted of a crime? ☐ Yes ☐ No

If yes, please explain on a separate sheet of paper.

Please describe your ties to New York's First Congressional District:

Internship Information

For which session are you applying?

☐ Spring (Late January – Early May)

☐ Summer I (May 28 – July 5)

☐ Summer II (July 15 – August 23)

*If you are interested in working both summer sessions please check both boxes.
Depending on demand, interns may be able to work during both sessions.*

☐ Fall (Early September – Early December)

☐ Winter (Mid-December – Early January)

Please indicate the shifts for which you are available during the session. Keep in mind, interns are expected to work at least three shifts per week but you should indicate every shift for which you are available in order to facilitate scheduling. *Depending on demand, interns may have the opportunity to work more than three shifts each week.*

Day	9:00 a.m.-1:00 p.m.	1:00 p.m.-5:00 p.m.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please indicate on which days you are able to work during evening hours (after 5:00 p.m.):

Monday ☐

Tuesday ☐

Wednesday ☐

Thursday ☐

Friday ☐

Are you available to work on weekends?

Saturday ☐ Sunday ☐

Educational History

Are you currently a full-time or part-time student? ☐ Yes ☐ No

If you are currently a full-time or part-time student:

Name of School: _____

Level: ☐ College ☐ Graduate School ☐ High School

Status: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Major: _____

Minor: _____

GPA: _____

Expected Graduation Date: _____

Will you receive academic credit for this internship? ☐ Yes ☐ No

If yes, who is your internship advisor?

Name/Title: _____

Phone Number: (____) _____ - _____

Email Address: _____

Department/Office: _____

Are you expected to write a paper as a result of your internship?

☐ Yes

☐ No

Are there any forms this office must fill out for your school?

☐ Yes

☐ No

Please list any relevant coursework you have completed:

Please list all campus organizations to which you belong and any leadership positions held:

Please list any awards or honors you have received:

If you are not currently a full-time or part-time student:

Are you a recent graduate?

☐ Yes

☐ No

If yes, please answer the following:

Name of School: _____

Degree: _____ GPA: _____

Major: _____

Date of Degree: _____

Work/Volunteer History

Have you previously interned in a government office?

☐ Yes

☐ No

If yes, please list the offices and dates:

Please describe any community service experience you have:

What is the most rewarding job (paid or unpaid) you have had and why?

What are your ultimate career goals?

General Questions

How did you learn about Congressman Bishop's internship program?

- ☐ Professor (Name: _____)
- ☐ School Career Center
- ☐ Website
- ☐ Former/Current Intern (Name: _____)
- ☐ Other (Please explain: _____)

Computer Skills

Please check off the programs with which you are familiar and indicate proficiency on a scale of 1-10 (10 being expert level).

- ☐ Microsoft Word _____
- ☐ Microsoft Excel _____
- ☐ Microsoft Access _____
- ☐ Microsoft Publisher _____
- ☐ Microsoft Outlook _____
- ☐ Other (Please list)

Do you speak languages other than English? ☐ Yes ☐ No

If yes, please list and indicate proficiency (reading, writing, speaking, fluent):

Short Answer Questions

Please answer all questions on a separate sheet of paper. **Candidates will not be judged based on any position expressed on any issue while answering these questions.**

1. Why are you interested in interning for Congressman Bishop? (500 words or less)
2. What do you hope to gain from working as a Congressional intern? (500 words or less)
3. What are the last three (3) books you read, other than for class?
4. List three (3) people, alive or dead, with whom you would like to have dinner and why.
5. An important part of the internship involves communicating effectively with constituents who contact our office. If a constituent calls and begins to aggressively discuss an issue, how would you handle the phone call? Please provide a short summary of the actions you would take in speaking to the constituent. (250 words or less)

Issue Knowledge Question

Please answer the following question on a separate sheet of paper. Do not send a paper that was written for a class. **Candidates will not be judged based on any position expressed on any issue while answering the following question.**

You are a Member of Congress and you are preparing to deliver remarks on the floor of the House regarding a current event. Draft your statement. Be sure to show an understanding of both sides of the debate and explain why you find one argument more persuasive than the other.

Certification

I hereby certify that all the foregoing information I have supplied in this application is correct and complete. Furthermore, I understand that any falsification of or omission of any information may be grounds for not selecting me as an intern or for dismissing me. I give the office permission to contact any or all of my previous employers, my references, and my school for full information. If accepted, and in consideration of my acceptance, I agree to conform to the rules and regulations of the office. I understand my internship may be terminated with or without cause, and with or without notice, at any time, at the option of either the office or me.

By signing below you agree to the above statements:

If under 18 years of age:

Printed Name

Printed Name of Parent/Guardian

Signature

Signature of Parent/Guardian

Date

Date

For Office Use Only:

- ☐ Cover Letter ☐ Completed Form ☐ Short Answer Response
☐ Issue Question Response ☐ Signed Volunteer Certification ☐ Resume
☐ Reference Letter #1 ☐ Reference Letter #2

Application Complete ☐

Interview ☐ Yes ☐ No

Date/Time: _____

Action: _____